

~~CONFIDENTIAL~~

Report for Week Ending 21 March 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project Activity

Principal effort this week was devoted to the DD/S and DD/I reports surveys (Projects 5-67 and 6-22). The reports inventory for the Office of the Comptroller was received, reviewed and verified. Receipt of this material completed the DD/S inventory and made possible a tabulation of the number of requirements for reports in the DD/S and DD/I areas, and the number of man hours expended annually in complying with these requirements. The following is a resume of this tabulation.

	DD/S	DD/I	TOTAL
No. of Intra-Office Reports Prepared	255	97	352
No. of Inter-Office Reports Prepared	-	-	226
Total Reporting Requirements			<u>578</u>
Annual Man Hours Spent on Intra-Office Reports	47,813	13,893	61,706
Annual Man Hours Spent on Inter-Office Reports	<u>52,357</u>	<u>40,184</u>	<u>92,541</u>
GRAND TOTAL	100,170	54,077	154,247

Miscellaneous Activity

- a. Reviewed proposed regulatory issuances on reports and investigations of motor vehicle accidents and prepared recommendations for a more direct reporting system and assignment of investigative responsibilities to the Office of Security rather than to the supervisor of the operator of the motor vehicle.
- b. Reviewed the field trip report of the Chief, Audit Staff, and commented on requirements for reports levied on overseas stations.

 25X1A9a

~~CONFIDENTIAL~~